

Auburn Farmers Market COVID-19 Plan Requirements

King County Public Health Requirements

1. Health Screening

- a. Market staff – will self screen with COVID questions and will take their temperature in the office before heading to the Market site in the same park.
- b. Staff who have symptoms or have been exposed to COVID will not be allowed to work that day and must follow DOH Guidelines
- c. Vendors – will be screened for COVID symptoms and their temperature taken by staff at the entrance to the Market before entering the fenced off site
- d. Customers – will be asked to review the COVID symptoms listed on our large a-frame at the entrance to the Market. They will be asked if they have any symptoms to please follow Public Health guidelines and leave the Market area
- e. Advertising on our social media, weekly email blasts, website and print materials will encourage those at risk or sick to stay home
- f. Market Manager will be charged with the responsibilities of health screening staff, vendors and customers.

2. Face Coverings

- a. Face coverings will be mandatory for all Market vendors and staff. Vendors will not be allowed to vend without a face covering
- b. Market Manager, volunteers, and staff will remind vendors, customers, and other staff to wear a mask at all times while inside the Market.
- c. Market manager will communicate to Vendors in advance and make it a requirement to participate in the Market.
- d. Market Manager will advertise on online, social and print media to customers that face coverings must be worn, in advance of the season opening.
- e. Customers will be asked at the entrance to wear a face covering while inside the Market
 - i. The Market will provide face masks for anyone who forgot
 - ii. The Market will provide signage before the Market entrance and throughout the Market, reminding customers to wear their mask

3. Contact Tracing

- a. Maintain a daily log of all customers who voluntarily provide contact information, including customer names, phone/email, and time/date they were at the market. Maintain the log for length of season to help with contact tracing.
- b. Market staff/volunteers will post a log sheet each Market day for customers to fill out as determined by customers

4. Social Distancing

- a. Market Manager will communicate these operations with staff, volunteers, and vendors in advance of Market opening

- b. Social distance guidelines will be sent to customers in weekly emails, on social media, and on our website
- c. Eliminate all extraneous typical market activities such as but not limited to: live entertainment, cooking demonstrations, and activity booths
- d. Minimal touch on purchases/use gloves or bags to handle produce at vendor booths
- e. Vendor booths will be at least six (6) feet apart
- f. Only two people per booth will be inside the Market footprint at any given time.
 - i. For example, if we have 30 vendors, only 60 people will be allowed in the market site at a time
 - ii. As one person exits the Market site, we will permit another person to enter
- g. No sampling will be allowed at the Market to prevent gathering at booths
- h. Market footprint will be moved to the grassy area nearest to the parking lot on 12th and J in Les Gove Park
- i. The Market will be fenced-off in an open section of grass for the season
- j. Market will have a controlled entrance and exit
- k. We have encouraged all of our vendors to look into online sales to reduce time and people at the Market
 - i. We are posting vendor online sales information on our website as well as our Facebook page
 - ii. We will be encouraging customers in our marketing to connect with vendors in advance if possible
- l. Allow for vendors to park directly behind their stall to keep adequate social distancing during set up and tear down.
 - i. Certain stall spaces will not be allowed to park behind their stall.
 - ii. Stall spaces are pre-determined by the Market Manager
- m. To ensure multiple customers aren't crowding a booth:
 - i. We will be spray painting the grass to identify six feet of distance between the booth and a potential line of customers
 - ii. We will have a social distancing monitor in the market site gently reminding folks to stay six feet apart
 - iii. Signs placed throughout the Market to remind folks to stay six feet apart
- n. For customers waiting outside the Market, we will spray chalk on the sidewalk, where six feet of distance is and where they should line up. This will be coupled with signage
- o. Inside the Market, vendor booths will be spaced six (6) feet apart clearly marked on the ground with spray paint. Market Manager will spray booth locations each week
- p. Inside the Market, arrows coupled with signs will direct the traffic through the Market
- q. There is a clear entrance and exit and we will direct people through that route using spray paint on the ground, signage, and our staff or volunteer acting as social distance monitor

- r. The fence around Market will prevent folks entering from different locations
- s. Market Manger will be responsible for ensuring social distance plan is followed
- t. Vendors, staff, and customers who are not in compliance with social distancing rules will be verbally asked to follow the rules on-site.
- u. If a vendor or staff member refuses to follow the rules, further action may need to be taken, including the vendor or staff no longer attending the market
- v. If a customer refuses to follow the rules, Market staff will verbally state the rules and provide the customer with an alternate form of shopping other than entering the Market

5. Signage

- a. Signage with Market guidelines will be posted around the market as well as on our website, in a weekly eblast and Facebook page
- b. See map for placement of signs around Market
- c. Types of signs:
 - i. Hand wash practices
 - ii. Social distancing practices
 - iii. Stay home if sick/at risk
 - iv. Health screening checklist
 - v. Market guidelines

6. Sanitation

- a. Farmers and prepared food vendors will need to have a hand wash station inside their booth
- b. Processed food vendors with all packaged foods, crafts, and other non-food vendors will need to have hand sanitizer inside their booth
- c. Addition of hand sanitizer at entrances and exits
- d. Vendor booths will be required to have a barrier or six feet of separation from them and the customers
- e. Vendors will be required to have a sanitizer spray in their booth to wipe down high-touch surfaces
- f. Vendors will bag items for customers
- g. Customers will not be permitted to touch items in vendor booths unless intent to purchase
 - i. Signage at the Market to enforce this rule
 - ii. Marketing online prior to Market opening
- h. Market EBT booth will use Plexiglas, gloves, masks, and sanitize high-touch surfaces
- i. A staff and volunteer Hand wash station will be inside EBT booth
- j. Hot water will be provided in the mop sink area of the Les Gove Restrooms on-site
- k. Public Restrooms are available for handwashing
- l. Hand sanitizer will be available at the entrance and exit of Market
- m. Additional supplies will be kept on-site in Market storage
- n. Restrooms are available on-site adjacent to the Market layout

- o. The Market Manager will be responsible for ensuring sanitation plans are met.
- p. Staff will have access to a hand wash station inside the EBT booth

7. Vendors

- a. Except for produce, all food and bakery products must be **prepackaged**.
- b. Sampling will not be allowed
- c. Food prepared at the market (in food booths or in mobile food trucks) will need to be served in to-go containers
- d. There are no restrictions on the type of vendors we can have
- e. Customers will not be permitted to pick out their own produce. Produce will be handled by vendors only
- f. If craft vendors allow customers to try on personal items i.e., jewelry, clothes etc.,
 - i. customers must sanitize or wash their hands at the retail vendor booth before handling the item
 - ii. If not purchased, the item must be sanitized or removed from the sales area for 24 hours.

8. Summary report

- a. The Market Manager will be keeping track of the day and feedback from staff/vendors
- b. The Market Manager will report to Public Health via email by Monday after the Market Sunday
- c. The summary report will include the following:
 - i. What went well
 - ii. What did not go well
 - iii. What needs improvement
 - iv. Health checks
 - v. Social distancing
 - vi. Sanitation
- d. A staff person will be assigned to take photos of the Market from the following perspectives:
 - i. market set up
 - ii. signage
 - iii. social distancing
 - iv. queueing up inside and outside the market
 - v. hand wash stations and sanitation

9. Further Recommendations

- a. We have communicated to all vendors that they should be looking for other ways to sell their product. We are advertising their online sales through our website and social media
- b. Washington Department of Health is advising EBT tokens, cash, and any other payments be left to sit for at least 48 hours.

- i. Consider an exception to Auburn City policy #100-34 section 5.3 and allow the Market to turn in any money/tokens on the Tuesday after the Market Sunday.
- ii. The Market staff will use gloves when handling monetary items